

AGENCY Q.A. CHECKLIST FOR MEDICATIONS

Instructions:

Enter "Y" for Yes or "N" for No

I-ADMINISTRATION

	1) Consumer properly identified before administration, by picture or by asking name?
	2) Consumer properly positioned before administration? Should be upright; neck/head should not be "tilted".
	3) Drug label triple checked with MAR? (when pulled, when dispensed, when returned)
	4) Proper sanitation/hand washing between contacts? May use alcohol gel.
	5) Medications charted after consumption?
	6) Refused and/or PRN medications fully documented with name of med, date, reason given and the results? Contact physician of repeated refusals.
	7) Meds crushed only by policy and doctors order?
	8) Oral meds measured at eye level and on a flat surface?
	9) Powders properly mixed and rinsed through cup? Cup should not contain a lot of residue.
	10) Suspensions shaken before measurement?
	11) Ophthalmics (eye medications) administered with clean procedure?
	12) All doses administered by appropriate route
	13) Pre and post water flushes with tube medication?
	14) Transdermal (skin) patches site should be rotated and dated and initialed?
	15) Injection sites rotated and recorded?
	16) Cart/medications locked when not in use? Supervised at all times during use.
	Are support staff aware of and following the agency policy for monitoring of vital signs and for monitoring the effectiveness of medications?
	17) Side effects information available in MAR?
	18) Allergy information is listed on MAR?
	19) M A R (Medication Administration Record) is monitored for errors/omissions?
	20) Errors are reported per policy and Incident Report completed? Measures put into place to prevent a repeat of errors.

II. STORAGE

	1) Storage appropriate (refrigerated if necessary)
	2) Medications separated by route
	3) All PRN's include directions for use
	4) All medications are labeled
	5) Expired meds are replaced timely

III. REVIEW

	1) Staff knows the intended effect of medications. Ask staff why the med is taken and if it is working.
	2) Staff discusses medications and effectiveness with the consumer and the physician as indicated. This should be observed or documented.
	3) Documentation is maintained of discussion and actions taken on follow through with the physician when medications are not effective.
	4) Consumer health status is reviewed regularly. Ask staff what the procedure is if a medication is not working and who they report this to.

IV. SUPPORTS FOR SELF ADMINISTRATION OF MEDS

	1) The goals and individual responsibilities are in the Plan.
	2) The individual has been provided training in administering their own medications and recording their medications administered. Consumer demonstrates appropriate ability/responsibility.
	3) The individual knows how to obtain assistance/support if an error occurs or an adverse reaction is experienced.
	4) The individual has been educated and is able to utilize the pharmacy and/or physician to access medical records, report problems, etc.
	5) Emergency information, physician orders and side effect information is available to staff.

V. OTHER SUPPORTS

	1) Licensed physician prescribes all meds and the purpose/diagnosis.
	2) Medications have: Dosage, time, purpose, expiration date and side effects listed.
	3) Staff is trained on medication, administration and side effects.
	4) Consumer is given appropriate information to make informed choice. Document in record. Any related risks are explained to the consumer.

V. OTHER SUPPORTS (con't)

	5) If individual refuses medications, proper supports are provided and documented in record.
	6) Medications include prescription renewal and drug regimen review determined by physician. This should be on the order sheet.
	7) Staff and consumer know prescription renewal process and drug regimen/medication review process.
	8) Staff knows medical history, medication history and diagnosis or where to find the information in the file.
	9) Staff is trained in First Aid. Supplies are available and checked on a regular basis. Check expiration date on supplies to see if current. What is the system for cleaning/disinfecting of equipment (example tweezers/scissors). If disposables are not used. Are bottles dated when opened?